

## Things to Remember

S & H Products office 937-492-3596

Transportation office 937-498-1848

Van Drivers name \_\_\_\_\_

Van # \_\_\_\_\_

Estimated time:

Pickup \_\_\_\_\_ Drop off \_\_\_\_\_

Safety Zone \_\_\_\_\_



**S&H Products**  
**435 S. Stolle Dr**  
**Sidney, OH 45365**  
**937-492-3596**  
**Hours of Operation**

Normal Hours

9:00am to 3:00pm

1 Hour Delay

10:00am to 3:00pm

Plan B

1 Hour Delay— No Transportation Service in the County \*

Plan C

1 Hour Delay—S&H Products is open, No Transportation Service

\* Contact the Transportation Department at 937-498-1848 to determine if your residence is considered to be in the county.

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If you will be absent for the day or will not need transportation to and/or from work, please notify the Transportation Office at 937-498-1848. If you call after hours, please leave a message.



# Transportation Safety

Employee / Caregiver Handbook  
For Vehicle Safety

**Shelby County Board of  
Developmental Disabilities**

**Transportation Department**  
**1200 Childrens Home Rd**  
**Sidney, OH 45365**  
**937-498-1848**

Dear Employee and/or Parent, Caregiver,

Providing safe transportation to and from S & H Products or other community employment is top priority for the Transportation Department of the Shelby County Board of Developmental Disabilities. In an effort to achieve this goal, we prepared this handbook for you. We ask for your help in implementing our policies and safety tips so that we can provide you with a safe ride to and from your destination.

If you have any questions concerning this handbook or special transportation needs, please feel free to call the Transportation office at 937-498-1848. Thank you in advance for your cooperation and concern in promoting transportation safety.

Sincerely,

*Mary Rodriguez*

Transportation Director  
Shelby County Board of  
Developmental Disabilities

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## Delays and Closing

All Delay and Closing information will be broadcast on :

WHIO-TV Channel 7

Radio WMVR—105.5FM

WDTN-TV Channel 2

[www.whiotv.com](http://www.whiotv.com)

**We also use the ONE CALL NOW phone message service.** The system is used to notify the people we serve, their families, and staff about weather related delays and closings to our program. If you have not yet signed up for One Call Now or your contact numbers change, please call S&H Products at 937-492-3596.

**We take many factors into consideration in determining when to delay or cancel transportation services. Our primary concern is the safety of the passengers.**

## Shelby County Board of DD

### Transportation Policy

- In case of an illness, absence or should the individual be picked up during the program day and not need transportation home, please call the Transportation office at 937-498-1848. The transportation office has an answering machine that is active 24 hours a day. Messages are picked up beginning at 6:00am and will be passed along to your driver for that day.
- Individuals shall be picked up and returned to their residence unless other arrangements have been agreed upon by the Transportation Director and the responsible passenger and/or caregiver.
- In the event special equipment or needs are required to transport an individual (oxygen, mobilization aids) the Transportation Manager and program nurse shall be consulted to determine the necessary supports.
- The option is provided for all passengers to wear a seatbelt or safety restraint device to minimize injuries in the event of an accident. We strongly recommend all passengers wear a seatbelt.
- An occupant restraint system that has been tested and that includes upper torso restraint (i.e. shoulder harness) and lower torso restraint (i.e. lap belt over pelvis) shall be provided for each wheelchair seated occupant. Any wheelchair used to transport and/or transfer an occupant up and down the lift shall be equipped with a personal seatbelt restraint system for the purpose of supporting the occupant in the wheelchair while on the lift or outside the vehicle restraint system. All wheelchair components must be in place and in good working order, such as foot rests, brakes, etc.
- Lap boards or metal or plastic trays attached to the wheelchair or to adaptive equipment shall be removed and secured separately for transport.
- No food or drink may be consumed on the vehicle.
- Transportation staff shall have access to the appropriate information about the individuals to the degree that the information will promote safe transportation and medical well-being while being transported.
- Annual Vehicle Emergency Evacuation drills will be conducted to insure all passengers are familiar with the procedure.
- Driver shall operate the vehicle on the defined route schedule and will wait up to 2 minutes at a stop. If no contact is made with the employee and/or caregiver, the vehicle will move on to the next stop.